

REGULAR MEETING MINUTES OF THE SOURCEWELL BOARD OF DIRECTORS

Tuesday, August 20, 2019

Conference Room 3 & 4

202 12th St. NE, Staples, MN 56479

Chair Wilson called the Regular Board meeting to order at 7:08 p.m. with the following members present: Greg Zylka, Barb Neprud, Mark Gerbi, Scott Veronen, Ryan Thomas, Sara Nagel, Sharon Thiel, and Mike Wilson. Also present were Chad Coauette, Susan Nanik, Travis Bautz, Mike Carlson, Jeremy Schwartz, Anna Gruber, Liz Wambeke, Heather Pickett, Josh Meech, and Danielle Wadsworth, Sourcewell staff. Jamie Loken attended by ITV.

Ms. Nagel moved, seconded by Mr. Zylka to accept the agenda as presented. Motion carried.

Mr. Zylka moved, seconded by Ms. Neprud to accept the minutes of the Regular Board Meeting held on July 16, 2019. Motion carried.

Mr. Carlson presented the monthly Financial Report of Cash, Revenues, and Expenditures.

Ms. Neprud moved, seconded by Mr. Veronen to approve the check register and Treasurer's Report of Cash, Revenues, and Expenditures and to pay all vendor disbursements #100759 to #101074. Motion carried.

Ms. Neprud moved, seconded by Ms. Thiel to approve all Wire Transfers #001 to #022. Motion carried.

Ms. Neprud moved, seconded by Mr. Zylka to approve all Wire Transfers-Employee Expense reimbursements #001 to #171. Motion carried.

Ms. Neprud moved, seconded by Ms. Thiel to accept the Consent Agenda as follows:

- Updated Membership Agreements Members added July 1-31, 2019
- Resolution to approve permission to re-solicit the following categories
 - a. Office, School, and Other Workplace-Related Supplies, and Services
 - b. Paint and Wall Coverings with Related Supplies, Equipment, and Services

Motion carried.

Ms. Pickett gave a day in the life of a Sourcewell employee presentation on her role as an Associate General Counsel.

Ms. Pickett and Mr. Schwartz on behalf of Mr. Miller gave an update on Government Relations/General Counsel Departments.

Ms. Gruber on behalf of Mr. Drange gave an update on Regional Programs.

Mr. Bautz and Ms. Wambeke gave an update on the Marketing and Membership Departments

Ms. Nanik gave an update on the Facilities and Human Resource Departments.

Mr. Carlson gave an update on the Finance and Risk Management Departments.

Mr. Schwartz and Mr. Loken gave an update on the Information Communication Technology Department.

Mr. Schwartz gave an update on the Operations and Procurement Departments and the contracts awarded in July as noted in Appendix A.

Ms. Nagel moved, seconded by Ms. Thiel to approve the Resolution to Ratify Cooperative Contracting Awards. Motion carried.

Ms. Neprud moved, seconded by Mr. Thomas to approve the Travel Policy. Motion carried.

Mr. Veronen moved, seconded by Mr. Zylka to approve the incentive bonus as recommended by the Metrics Committee based on the 2018-2019 Organization Metric Goals. Motion carried.

Mr. Zylka moved, seconded by Mr. Gerbi to approve the 2019-2020 Organization Metric Goals. Motion carried.

Ms. Neprud moved, seconded by Mr. Veronen to approve the Resolution to Authorize Execution and Delivery of Municipal Lease Agreement with Lease Servicing Center, Inc. DBA National Cooperative Leasing. Motion carried.

Ms. Nagel moved, seconded by Ms. Thiel to approve hiring the following:

- a. Ashley Powers, Insurance Contract Administrative Specialist, effective August 12th, 2019

Motion carried.

Mr. Zylka moved, seconded by Mr. Gerbi to approve opening the following positions:

- a. Administrative Specialist IV- Human Resources

Motion carried.

Ms. Thiel moved, seconded by Ms. Neprud to approve the following revised position descriptions and retro pay as of July 1st, 2019:

- a. HR Specialist-Workforce Development
- b. Career and College Readiness Supervisor

Motion carried.

Ms. Nanik provided a staffing update.

Ms. Neprud gave the Executive Director Evaluation and Report.

Dr. Coauette gave an update on State/National Associations and Partnerships.

Mr. Gerbi moved, seconded by Ms. Nagel to adjourn the meeting at 9:05 p.m. Motion carried.

APPENDIX A

**SOURCEWELL PROCUREMENT DEPARTMENT
BOARD ITEMS - August 2019**

CONSENT AGENDA ITEMS

Requesting Board permission to Solicit the following categories:

Requesting Board permission to Re-Solicit the following categories:

Office, School, and Other Workplace-Related Supplies and Services
Paint and Wall Coverings with Related Supplies, Equipment and Services

NEW CONTRACTS

Cargill Salt	052919-CGI	"Salt, Brine, and Anti-Icing or De-Icing Agents, and Brine Production and Storage Systems"
Henderson Products, Inc.	052919-HPI	"Salt, Brine, and Anti-Icing or De-Icing Agents, and Brine Production and Storage Systems"
VariTech Industries, Inc.	052919-VAR	"Salt, Brine, and Anti-Icing or De-Icing Agents, and Brine Production and Storage Systems"

5th YEAR RENEWALS (CONTRACT EXTENSIONS)

Sullair, LLC	052015-SAC	"Portable Construction and Maintenance Equipment and Trailers with Related Accessories, Attachments and Supplies"
Dude Solutions, Inc. dba SchoolDude & FacilityDude	110515-SDI	"Public Sector Administrative-Related Software Solutions & Technology"
PropertyRoom.com	041316-PRC	"Surplus Auction Services with Related Solutions"

NEW ezIQ CONTRACTS

Contractor Name	Contract Number	Contract Description

ezIQ ANNUAL RENEWALS

ACCO Engineered Systems, Inc.	CAITENWW1-071916-AES	
Facility Solutions Group	CAITENSL4-071916-FSG	
ACCO Engineered Systems, Inc.	CAITENHV1-071916-AES	
Facility Solutions Group	CAITENGL4-071916-FSG	
ACCO Engineered Systems, Inc.	CACTENWW1-071916-AES	
Facility Solutions Group	CACTENSL4-071916-FSG	
ACCO Engineered Systems, Inc.	CACTENHV2-071916-AES	
Facility Solutions Group	CACTENGL4-071916-FSG	

Member Zylka moved the adoption of the following Resolution:

RESOLUTION TO RATIFY COOPERATIVE CONTRACTING AWARDS

Resolution No. 2019-06

WHEREAS, the Sourcewell Board of Directors previously authorized the solicitations for the cooperative categories listed on Appendix A, which is attached and incorporated; and

WHEREAS, Sourcewell issued the cooperative contracting solicitations for the authorized categories; and

WHEREAS, through the Sourcewell Procurement Policy, the Board designated the Chief Procurement Officer to administer Sourcewell's cooperative purchasing and contracting program and to award all competitively solicited contracts, without limitation; and

WHEREAS, the Chief Procurement Officer made the awards listed based on the results of the competitive solicitation process; and

WHEREAS, the Board acknowledges that the awards made by the Chief Procurement Officer are valid and binding; however, based upon some members' legal requirements the Chief Procurement Official is required to seek subsequent Board ratification of all cooperative purchasing awards.

NOW THEREFORE BE IT RESOLVED by the Board of Directors ratifies the cooperative contracting awards made by the Chief Procurement Officer listed on Appendix A.

The motion for the adoption of the foregoing resolution was duly seconded by Member Thiel and the following voted in favor: Mike Wilson, Greg Zylka, Scott Veronen, Sara Nagel, Ryan Thomas, Sharon Thiel, and Linda Arts.

and the following voted against: NONE

whereupon said resolution was declared duly passed and adopted.

ATTEST:



Sarah Nagel
Clerk to the Board of Directors

APPENDIX A

SOURCEWELL PROCUREMENT DEPARTMENT
BOARD ITEMS - February 2020

CONSENT AGENDA ITEMS

Requesting Board permission to Solicit the following categories:

Fee Management and Online Payment Portal Software Solutions
Fuel and Fluid Storage Systems, Equipment and Technology

Requesting Board permission to Re-Solicit the following categories:

Public Sector Administrative-Related Software Solutions
Rental Equipment

NEW CONTRACTS

PPG Architectural Finishes	121219-PPG	"Paint with Related Supplies, Equipment, and Services"
The Sherwin-Williams Company	121219-SHW	"Paint with Related Supplies, Equipment, and Services"
5th YEAR RENEWALS (CONTRACT EXTENSIONS)		
Bentley Mills	121715-BPS	"Flooring with Related Equipment"
Interface Americas	121715-IFA	"Flooring with Related Equipment"
Mannington Mills, Inc.	121715-MMI	"Flooring with Related Equipment"
Masland Contract	121715-MAS	"Flooring with Related Equipment"
Mohawk Carpet Distribution	121715-MCD	"Flooring with Related Equipment"
Shaw Industries	121715-SII	"Flooring with Related Equipment"
Tarkett USA, Inc.	121715-TFU	"Flooring with Related Equipment"
Acro Service Corporation	020817-ACR	"Managed Service Provider for I.T."
GPS Insight, LLC	022217-GPI	"Fleet Management and Related Technology"

NEW eziQC CONTRACTS

State of New York - Long Island

Volmar Construction, Inc.	LI01-GC-012920-VOL	General Construction
Polaris Electrical Construction Corp.	LI01-E-012920-PEC	Electrical Construction

State of New York - New York City

Gryphon Construction Inc.	NYC01-GC-012920-GCI	General Construction
Polaris Electrical Construction Corp.	NYC01-E-012920-PEC	Electrical Construction
Pro Con Group, Inc.	NYC02-GC-012920-PCG	General Construction
Wade Electric Incorporated	NYC02-E-012920-WEI	Electrical Construction

State of Texas - Central Texas Area

JAMCO Ventures, LLC	TX-CT-GC-121819-JAM	General Construction
Centennial Contractors Enterprises	TX-CT-GC-121819-CCE	General Construction
F.H. Paschen	TX-CT-GC-121819-FHP	General Construction
TMG Contracting, LLC	TX-CT-GC-121819-TCL	General Construction
Amstar, Inc.	TX-CT-GC-121819-AMS	General Construction
Veliz Company, LLC	TX-CT-GC-121819-VCL	General Construction
Doyle Electric, LLC	TX-CT-GC-121819-DEL	General Construction
The Pounds Group, LLC	TX-CT-GC-121819-SUL	General Construction
Core Construction Services of Texas	TX-CT-GC-121819-CCT	General Construction
Platinum Roofing, LLC	TX-CT-R-121819-PLR	Roofing
JAMCO Ventures, LLC	TX-CT-RC-121819-JAM	Roofing
RoofConnect Logistics, Inc.	TX-CT-R-121819-RCL	Roofing
JAMCO Ventures, LLC	TX-CT-APC-121819-JAM	Asphalt/Paving/Concrete
Doyle Electric, LLC	TX-CT-E-121819-DEL	Electrical
JAMCO Ventures, LLC	TX-CT-P-121819-JAM	Painting
JAMCO Ventures, LLC	TX-CT-F-121819-JAM	Flooring
JAMCO Ventures, LLC	TX-CT-W-121819-JAM	Waterproofing

State of Texas - West Texas Area

Veliz Company, LLC	TX-WT-GC-121819-VCL	General Construction
F.H. Paschen	TX-WT-GC-121819-FHP	General Construction
Amstar, Inc.	TX-WT-GC-121819-AMS	General Construction
Core Construction Services of Texas	TX-WT-GC-121819-CCT	General Construction
RoofConnect Logistics, Inc.	TX-WT-R-121819-RCL	Roofing

State of Texas - Permian Basin Area

Veliz Company, LLC	TX-PB-GC-121819-VCL	General Construction
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APPENDIX A Continued

F.H. Paschen	TX-PB-GC-121819-FHP	<i>General Construction</i>
Tommy Klein Construction	TX-PB-GC-121819-TKL	<i>General Construction</i>
Amstar, Inc.	TX-PB-GC-121819-AMS	<i>General Construction</i>
Core Construction Services of Texas	TX-PB-GC-121819-CCT	<i>General Construction</i>
eziQC RENEWALS		
Astra Construction Services, LLC	FL-SWA-GC04-121918-ACS	<i>General Construction</i>
Advanced Roofing, Inc.	FL-SWA-R01-121918-ADR	<i>Roofing Construction</i>
Advanced Roofing, Inc.	FL-ECA-R01-121918-ADR	<i>Roofing Construction</i>
LEE Construction Group, Inc.	FL-ECA-GC02-121918-LCI	<i>General Construction</i>
LEE Construction Group, Inc.	FL-SWA-GC02-121918-LCI	<i>General Construction</i>
McKenzie Contracting, LLC	FL-ECA-UG1-121918-MCL	<i>Underground Construction</i>
Johnson-Laux Construction, LLC	FL-SWA-GC03-121918-JLC	<i>General Construction</i>
McKenzie Contracting, LLC	FL-SWA-UG1-121918-MCL	<i>Underground Construction</i>
Johnson-Laux Construction, LLC	FL-ECA-GC03-121918-JLC	<i>General Construction</i>
Astra Construction Services, LLC	FL-ECA-GC04-121918-ACS	<i>General Construction</i>
Shiff Construction & Development, Inc.	FL-SWA-GC01-121918-SCD	<i>General Construction</i>
Shiff Construction & Development, Inc.	FL-ECA-GC01-121918-SCD	<i>General Construction</i>
Whalen Electric, LLC	OHGCDAEOMB-013018-WHE	<i>Electrical Construction</i>
The Lusk Group	OHGCDAGCOMA-013018-LUS	<i>General Construction</i>
F.H. Paschen, S.N. Nielsen & Associates, LLC	OHGCDAGCOMB-013018-FHP	<i>General Construction</i>
The Lusk Group	OHGCDAEOMA-013018-LUS	<i>Electrical Construction</i>
The Lusk Group	OHGCDAHVOMA-013018-LUS	<i>HVAC Construction</i>
The Lusk Group	OHGCDAROMA-013018-LUS	<i>Roofing Construction</i>
The Lusk Group	OHGCDACOMA-013018-LUS	<i>Concrete Construction</i>
Perkins / Carmack Construction, LLC	OHGCDAGCOMC-013018-PCC	<i>General Construction</i>
Perkins / Carmack Construction, LLC	OHGCDACOMB-013018-PCC	<i>Concrete Construction</i>
Custom Controls Group	OHGCDAGCOMD-013018-CCG	<i>General Construction</i>
Custom Controls Group	OHGCDAROMB-013018-CCG	<i>Roofing Construction</i>
Custom Controls Group	OHGCDAHVOMB-013018-CCG	<i>HVAC Construction</i>
Westside Paving & Excavating, Inc.	OHGCDAAPOMA-013018-WPE	<i>Asphalt Paving Construction</i>
Westside Paving & Excavating, Inc.	OHGCDAWUIOMA-013018-WPE	<i>Water Sewer Underground Infrastructure</i>
Universal Contracting Corporation	OHGCDAGCOME-013018-UCC	<i>General Construction</i>